

# Procedural Safeguards

## *You have the right to:*

- An evaluation and assessment for your child
- Accept or decline any early intervention service
- Confidentiality of personal and identifiable information
- Review and correct records
- An Individualized Family Service Plan (IFSP) based on your family's resources, priorities and concerns
- Be invited and participate in meetings concerning your child's placement in early intervention services and assessments or changes in those services

## *Mediation*

You may choose to use mediation to help resolve disputes relating to the identification, evaluation, or placement of your child or the provision of early intervention services to your child and family. Mediation will be provided at no cost to you. The mediation process is voluntary and does not deny you the right to a due process hearing or any other procedural safeguard under Part C of IDEA.

## *Due Process*

- Due process is the right of each citizen to be treated fairly, to receive the benefits the law provides.
- If you feel you or your child have not received the services in this pamphlet, you may ask for a hearing. This is called the right to due process.
- You must request a hearing in writing. Mail or give the request to the director of your child's early intervention program. Your request for a hearing must explain your complaint.

## *Citizen's Complaint Process*

Any person or organization may file a citizen's complaint if they feel the agency or early intervention service provider is violating a requirement of the law. The complaint must be written, signed and include the facts regarding the complaint. Send the complaint to the Department of Social and Health Services, Infant Toddler Early Intervention Program at the address listed on the back. The program must review, write a response, and take appropriate action within 60 days after the complaint is received.

*If you need more information about your rights, contact a Family Resources Coordinator at:*

*or the Washington State Infant Toddler Early Intervention Program at:*

Department of Social & Health Services  
P.O. Box 45201  
Olympia, Washington 98504-5201  
VOICE (360) 725-3500  
TTY (360) 407-1087  
FAX (360) 725-3523  
<http://www1.dshs.wa.gov/iteip/>

Discrimination is prohibited in all programs and activities. No one shall be excluded on the basis of race, color, religion, creed, national origin, gender, age or handicap.

# Parent RIGHTS

*Washington State  
Infant Toddler  
Early Intervention  
Program for Children  
Birth to Three with  
Disabilities and Their  
Families*

**Procedural Safeguards Under the  
Individuals with Disabilities  
Education Act (IDEA)  
Part C Early Intervention Services**



Washington State  
Department of Social  
& Health Services

Infant Toddler  
Early Intervention  
Program (ITEIP)

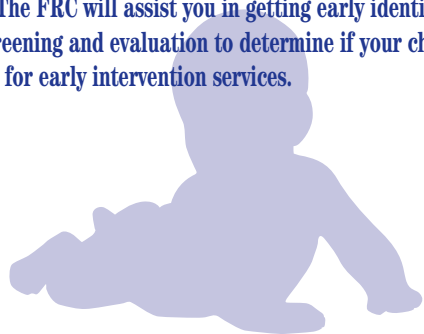


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**T**he time between birth and three years of age is one of very rapid growth and change. Every child is unique. Every family is unique. Services are designed to respect your family's concerns, interests, and values. If you have concerns about your child's development, you have a right to the following:

## Family Resources Coordination

A Family Resources Coordinator, (FRC) is available to help your family identify concerns, priorities, and resources related to your infant's or toddler's developmental needs. The FRC will assist you in getting early identification screening and evaluation to determine if your child is eligible for early intervention services.



## Early Identification Screening

This is a screening done by people trained to determine if your child is developing like other children. If there is a concern, further testing can be done.

## Evaluation and Assessment

An evaluation finds out how a child is developing. An assessment tells what kind of help the child needs. The evaluation and assessment can determine if your child is eligible and may need early intervention services.

## Eligibility

Any child birth to three with a 25% or 1.5 standard deviation delay in one or more of five areas or who has a condition which may result in a developmental delay may be eligible. The five areas are cognitive development, physical development (including fine motor, gross motor, vision, and hearing,) communication development, social or emotional development, and adaptive development.

## Individualized Family Service Plan (IFSP)

If your child is eligible, you have the right to an Individualized Family Service Plan (IFSP). This plan is developed by you and a team of professionals. It should identify your child and family's resources, priorities, and concerns; a Family Resources Coordinator (FRC); and the needed early intervention services that are provided to the extent appropriate, in natural environments. A justification must be part of the IFSP for early intervention services not provided in natural environments.

## Additional Early Intervention Services

A child who is eligible may receive one or more of the following services to meet the developmental needs of the child based on their IFSP:

- Assistive technology devices and assistive technology services (an item to assist child's functional needs)
- Audiology (hearing)
- Family training, counseling, and home visits
- Health services necessary to enable the infant or toddler to benefit from the other early intervention services
- Medical services only for diagnostic or evaluation purposes
- Nursing services
- Nutrition services
- Occupational therapy
- Physical therapy
- Psychological services
- Social work services
- Special instruction
- Speech-language therapy
- Transportation and related costs necessary to enable a child and family to receive early intervention services
- Vision services

